

Digital Evidence
Registration for Court/Clerk Users

1. Access the **Registration page**: <https://digitalevidence.azcourts.gov/Account/Register>
2. **Begin Registration** by Entering Registration Information (Screenshot on Next Page)
 - a. **Title**: *job title may be entered (e.g. Judge, Judicial Assistant, Deputy Clerk)*
 - b. **First Name**
 - c. **Last Name**
 - d. **Username**: min 5, max 30 characters
 - e. **Mobile phone**: *optional field, and if used, enter work phone number*
 - f. **Email**: **enter work email address**
 - g. **Confirm Email**: **re-enter work email address**
 - h. **Hide Email**: **select the box to add a check mark**, which will hide the email address within the People tab of the cases created or invited into
 - i. **Usual Role**: **select the appropriate role** from the drop-down list
 - i. Clerk
 - ii. Judicial Administrative Staff/Court Staff
 - iii. Judicial Officer
 - iv. System Support (Client Admin ONLY)
 - j. **Usual Location**: **select United States of America** from the drop-down list
 - k. **Password**: **create a password, which is at least 8 characters and must contain**:
 - i. an uppercase letter,
 - ii. a lowercase letter,
 - iii. a number, and
 - iv. a special character (e.g., \$, @, &, *, etc.)
 - l. **Confirm Password**: **re-enter the password**
 - m. **Data Protection**: **Read/Save** [Data Privacy Policy](#) and [Terms and Conditions of Use](#)
 - i. *Right click on the links to open in a new tab/window*
 - n. **I have read and agree to be bound by the terms and conditions above**: **after reading/saving data protection information, select the box to add a check mark**
 - o. **I consent to you providing me with business and marketing information**: **do NOT select**
 - p. **Register Button**: **select this button to complete the registration**; the button will become active once all the details have been correctly completed

Register: Create a New CaseLines Digital Case System Account

Please fill in all the fields.

Account Information

Title (Mr, Mrs, ...)

First Name

Last Name

User Name

Mobile phone

Email

Confirm Email

☐ Hide Email ☒ Do not display my email address when showing me on the list of people for a case.

Usual Role

Usual Location

Password

Confirm Password

Please select ...

- Appellate
- Attorney
- Clerk
- Interested Party
- Judicial Administrative Staff/Court Staff
- Judicial Officer
- Juror
- Law Office Staff
- Litigant
- Public Access Request
- System Support

Data Protection

Netmaster Solutions Ltd (provider of CaseLines) is committed to protecting your privacy. We will only use your information in accordance with our [Data Privacy Policy](#).

If you have consented to us doing so, from time to time we may contact you by email with details of offers or promotions about products and services of interest to you or to help us improve our service through customer research.

Terms and Conditions of Use

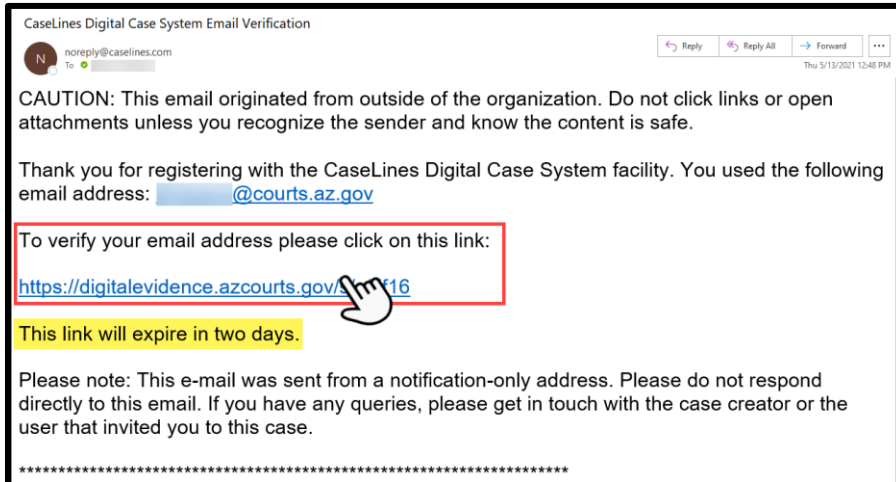
To protect all our customers use of any CaseLines services are governed by the [Terms and Conditions](#) of use.

☒ I have read and agree to be bound by the terms and conditions above.

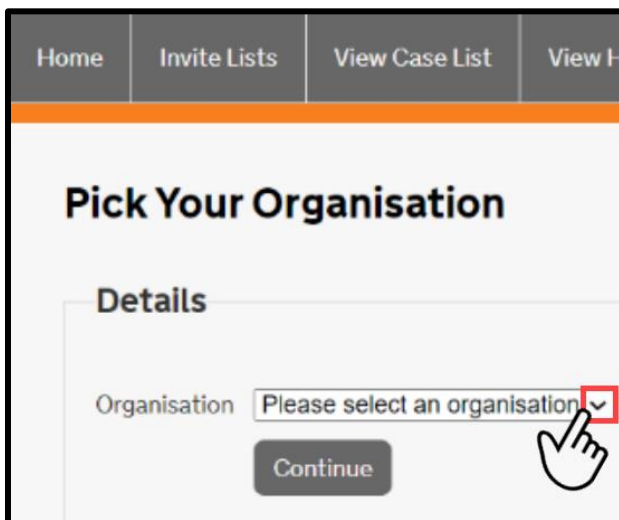
☐ I consent to you providing me with business and marketing information.

3. Complete Registration by Verifying Email Address

- a. noreply@caselines.com will send a verification email
- b. **Click the link within 48 hours (2 days)**



- c. **Note:** When registering with an email domain, such as @courts.az.gov, which is associated with 2 or more organizations, clicking the verification link will require the user to select the specific court location



4. **Access the Digital Evidence Portal Login Page:** <https://digitalevidence.azcourts.gov/Account/LogOn>

Note: BOOKMARK/SAVE the login page